



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-231

Date: September 27, 2010

1 FAM 020 OFFICE OF THE SECRETARY OF STATE (S)

Changes

- 1 FAM 020, Office of the Secretary of State (S):**
 - Entire subchapter:** The subchapter has been edited for greater clarity;
 - 1 FAM 022.5, Coordinator for Counterterrorism (S/CT), paragraph d:** On September 28, 2009, the Consular Affairs International Programs Division, Office of Policy Coordination and Public Affairs (CA/P/IP), transferred from CA to the Office of the Coordinator for Counterterrorism, Homeland Security Directorate, and changed its name to the Office for Terrorism Information Sharing (S/CT/HS/TIS); and
 - 1 FAM 024, Chief of Protocol (S/CPR), subparagraphs (16) through (18):** Removal of information not relevant to S/CPR.
- Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
- Changes appear in *italic* and **dark magenta**. Italic and dark magenta provide a historical record of changes.
- Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

- Remove and discard old subchapter 1 FAM 020 (CT:ORG-196, 10-02-2008; 20 pages) and insert revised subchapter 1 FAM 020 (20 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:ORG-231, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(S/ES-EX/GSO)